## faisal



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Accounts Assistant

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| **Career OBJECTIVE****CORE** **COMPETENCIES** |  | 2 years UAE experience aims to join your esteem organization for apply acquired skills, knowledge and abilities.

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| * **Data Entry**
* **Customer services**
 | * **Administration**
* **Build Relationship**
 | * **Invoice Booking**
* **Asking Question**
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| * **Accounts reconciliation**
 | * **Microsoft Office**
* **Accounts Payable**
 | * **Problem Solver**
* **Accounts Receivable**
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| **Education** |  | **2012: Bachelors in Commerce (Information Technology)**University of the Punjab, PakistanMajors: Accounting, Economics, Cost accounting**2009**: **Intermediate in Commerce**University of the Punjab, Pakistan Majors: Accounting, Business Math, Economics, Statistics |
| **Experience** |  | I joined **JAL international,** Company deals with manpower supply and mega construction projects 2-year experience form **SEPT 2016**as an**Accounts Assistantin**SaudiArabia. **Major Responsibilities:*** Maintain up-to-date billing system
* Accounts Reconciliation for Receivables and Payments
* Carry out billing and reporting activities according to specific deadlines
* Management of petty cash transactions.
* Controlling credit and ensuring debtors pay on time.
* Reconciliation of direct debits and finance accounts.
* Communicating with customers & vendors via phone, email, mail or personally
* Review invoices and check requests for Payable
* Booking and Issuing invoices
* Monitor accounts to ensure payments are up to date
* Assist in month end closing.

I have worked with Perfect digital trading LLC Company, operating in UAE from **Feb 2014 to Mar 2016**as a **Sales Representative.****Responsibilities:*** Sell specific products and services consumers
* Explain different customization features
* Sell specific products and services consumers
* Explain different customization features
* Check inventory to ensure product is in stock
* Selects vendors, places orders, and may arrange for service contract
* liaising with suppliers to check the progress of existing orders
* Negotiating on price, costs, delivery and specifications with buyers
* Maintaining and developing relationships with existing customers in person and via telephone calls and emails
* Follows up on orders to ensure that materials are delivered on promised dates
* Maintains records and follow up files of purchases, stock, and related matters
* Contributes to team effort by accomplishing related results as needed
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| **COMPUTER & OTHER SKILLS** |  | * Well versed with the necessary computer skills to accomplish the tasks assigned and worked comfortably with the latest versions of the software.
* MS Office (MS Word, MS Advance Excel &MS PowerPoint)
* ERP Resorts
* ERP Peachtree s
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| **Personal:** |  | **Nationality** Pakistani**Age** 27 Year**Date of Birth** 25.07.1990**Iqama** Transferable |